# *Traveling Safely on Business*

Thousands of employees travel to out of town destinations every day without incident. By taking some simple precautions, you can travel safe and secure.

# *Before leaving home…*

- Try to book and travel on flights that depart and arrive during daylight hours.
- Reconfirm your flight 24 - 48 hours prior to departure.
- Identify your baggage inside and out.
- Protect yourself and your valuables by placing medicine and expensive items in your carry-on luggage.

# *Before leaving home…*

- Keep a pen handy throughout the trip to make notes about gate numbers, departure times and connecting flight information.
- Photocopy all credit cards, airline tickets, passports and other important documents.
  - Copy the front and the back of each item!
- Consider photographing luggage, jewelry and other valuables prior to trip.

# *Before leaving home…*

- Bring fewer carry-on items (when flying) to speed boarding.
  - Most airlines will limit you to two items
  - Check with your airline for specific restrictions
- Leave a detailed itinerary with the office and with your family.
- Visit the airline and airport websites for security related information

# *Before leaving home…*

- Visit a mapping website such as: Yahoo! Maps or MapQuest to find detailed directions to your hotel, meeting location or attraction.
- Keep such maps in your carry-on luggage for review during your flight.

# *Leaving For and Arriving at the Airport*

- Leave early for the airport
  - Arrive at the airport up to two hours before departure for domestic flights and up to three for international flights.
- Anticipate slowdowns during the holidays.
  - Traffic may be heavy
  - Parking lots may be fuller
  - Lines may be longer in the airport

# *Leaving For and Arriving at the Airport*

- When checking baggage verify that the correct tags for your destination are applied.
  - If you don’t recognize the city code – for example ORG is Chicago O’Hare airport – ask, particularly if you have connecting flights.
- Check in early.
  - Check in at the airline ticket counter if you don’t have a seat assignment.
  - Go directly to the gate for check-in if you have a boarding pass and no checked bags.

# *At the Airport…*

- Carry at least one form of photo I.D. at all times.
  - A second photo I.D. might be required at some airports
- Ask the agent or skycap to write your departure gate number on your ticket envelope or boarding card.
- Be sure to be at your departure gate at least 30 minutes before scheduled departure time.

# *At the Airport…*

- Keep close control of your bags at all times.
- NEVER leave your bags unattended or with strangers.
- Do not carry ANY item from a stranger.
- Keep your money, tickets and passports on your person and not in your luggage.
  - Consider using a money belt

# *At the Airport… Security Checkpoints*

- Be prepared to have your belongings and your person searched by security personnel.
  - This may include frisking and removal of your shoes.
- Remove all metal at security checkpoints.
- Don’t wear large metal buckles, belts, or jewelry that will activate the metal detector’s alarm.
- Laptop computers and other electronic devices might require additional time to clear security.

# *At the Airport… Security Checkpoints*

- Stay especially alert and watch your bags and laptop computers carefully at all times.
- Attempt to delay putting your luggage, laptop, purse or other items on the conveyor belt until you are sure you'll be the next person through the metal detector.
  - As you move through the detector, keep your eyes on the conveyor belt and watch your luggage and laptop come through (as well as keeping a 'sharp eye' on what those in front of you are picking up)
- Don't let anyone but uniformed airport security personnel handle or watch your bags.

# *At the Airport… Boarding Gate*

- Stay close to the departure gate after clearing security.
  - You may receive boarding instructions and any last minute information you need for the flight.
- Have I.D. handy.
- Listen for you group or row number to be called.
  - Empty seats will be counted and given to standby passengers.

# *On the Airplane…*

- Take note of the emergency exits; the nearest one may be behind you.
- Read the aircraft’s emergency instruction card.

# *At the Airport… When Plane Lands*

- Upon arrival at your destination, go immediately to the baggage claim area to pick up your luggage.
- Have claim stubs available.
- Watch for staged mishaps, like someone bumping into you and spilling a drink. Often it’s a ploy to divert your attention.
- Ask questions. Airline employees are generally friendly and helpful. No question is too simple.  Just ask.

# *Rental Cars*

- Request an escort to your rental car if the area is dark and/or deserted.
- Keep valuable belongings in the trunk.
- Keep items out of sight like maps and guidebooks.  This identifies you as a tourist or business traveler.

# *Rental Cars*

- On the road, if someone tries to get your attention or your car is bumped, don’t stop until you arrive at a well-lit and busy area, or lacking that, stay in your car and blow the horn until someone comes to your aid.
- If suspicious about “phony” police, don’t open your window. Instead, hold your license against the glass.
- When possible, park so you won’t have to back out. It makes for a speedier departure.

# *What To Look For In A Safe Hotel*

- If possible, select a hotel which has installed modern electronic guest room locks.
  - The majority of these locks automatically change the lock combination with every new guest so there is little chance of someone having a duplicate key to your room
- Is each room equipped with a dead bolt lock, chain or sliding latch device?
- Does each door have a peephole?

# *What To Look For In A Safe Hotel*

- Each room telephone should allow outside dialing.
- There should be privacy for guests checking in: no one should be able to overhear a name, room number or other personal information.
- Room numbers should be written on the key envelope, not mentioned aloud or inscribed on the key
  - this way, anyone finding your key won't have access to your room

# *What To Look For In A Safe Hotel*

- Well lit interior hallways, parking structures and grounds are important.
- Windows should have secure locks.
- The parking garage should not have elevators taking passengers to guest floors. It should only go to the lobby.

# *Room Rules…*

- Request a room below the 6th floor.  Most fire department ladder trucks cannot reach past the 6th floor.
- Do not accept a room on the ground floor that has doors and windows that open to the outside.

# *Room Rules…*

- When registering, sign only your last name and first initial.
  - If you are a woman traveling alone, you might consider booking your room as Mr. and Mrs.
- Don’t leave your credit card lying on the check-in counter while you complete your registration. Also, make sure the card that is handed back to you by the hotel clerk is really yours.

# *Room Rules…*

- If possible have a bellhop enter your room with you. Otherwise, place your luggage in the doorway to hold the door open. Turn on all lights and inspect the room.
- Make sure:
  - Locks on the windows or balcony doors are secure.
  - The lock on the room door functions properly.
  - Doors to adjacent rooms are locked and secure.
  - The curtains close completely
  - A “Do Not Disturb” sign is provided.  Immediately place it on the outside of your door.

# *Room Rules…*

- Request a room near the elevators and away from any renovation work.
- Avoid the use of ice/vending rooms if they are located in a secluded area.
- Have your key out when you leave the elevator.
- The “Please make up the room” sign tells everyone you’re not there.  Call housekeeping instead.
- Conversely, the “Do Not Disturb” sign can make the room seem occupied.

# *Room Rules…*

- Put expensive clothing on hangers under other garments.  Robbers usually move fast and will take what is easily seen.
- Lock valuables in the front desk or in-room safe.
- Don’t allow anyone to enter your room without determining his or her identity. Use the peephole and call the front desk when in doubt.

# *Room Rules…*

- Keep your room number to yourself.  Never mention your room number around strangers.
- Before leaving your room, make careful note of where your belongings are located. If you later notice anything has been moved or tampered with report it to the hotel manager immediately.
- Place a doorstop/alarm device on your hotel room door.

# *Room Rules…*

- Test your hotel's security by requesting another key for your room. The front desk should request a photo I.D. from you to ensure that the room key you are requesting is indeed for the room you are registered in.
- Leave your room light and television on, when gone.  This makes the room appear to be occupied.
- Lock the dead bolt every time you enter the room.

# *Street Smarts…*

- Study a map before going out; once on the street, use a pocket-size guidebook to avoid looking like a tourist.
- Dress down. Don’t draw attention to yourself
- Avoid jewelry – A diamond ring might be worth more than a criminal might earn in a year working at a minimum wage job.  Remove the temptation.

# *Street Smarts…*

- Keep credit cards and checks in separate pockets.
- Be wary when getting off a bus or train, or riding escalators; that's when pickpockets tend to strike.
- If you must ask for directions, approach families or women with children. If you are a woman traveling alone, to be extra safe say "Where is the ---?, I'm meeting my husband there."

# *Traveling Safely on Business*

You can travel safely on business with a few simple precautions:

- Be aware of your surroundings.
- Keep valuables secure.
- There is usually safety in numbers. Stay with groups of people
- Don’t be afraid to ask for help or an escort if you are uneasy.